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FM COMNAVRESFOR NEW ORLEANS LA//N1//
TO NAVRESFOR
INFO CNO WASHINGTON DC//N095//
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ALNAVRESFOR 006/06
MSGID/GENADMIN/COMNAVRESFOR NEW ORLEANS LA//
SUBJ/SELECTED RESERVE ENLISTED ASSIGNMENT POLICIES AND JOB
/ADVERTISING AND SELECTION SYSTEM (JASS) CAREER MANAGEMENT SYSTEM
/(CMS)//
REF/A/MSG/COMNAVRESFORCOM NEW ORLEANS LA/10MAY2005//
REF/B/DOC/COMNAVRESFOR/21MAR2005//
NARR/REF A, COMNAVRESFORCOM NEW ORLEANS 101720Z MAY 05 (ANNOUNCEMENT
OF THE JASS CAREER MANAGEMENT SYSTEM (JCMS) NAVY RESERVE. REF B,
COMNAVRESFOR 1001.5E.//
RMKS/1. AS OUTLINED IN REF A, OUR NAVY CONTINUES TO DEPLOY JASS
CMS FOR SELECTED RESERVE (SELRES) PERSONNEL. TO DATE, THE
FOLLOWING COMMUNITIES ARE USING JASS: YN, PS, HM, MM, HT, EN,
GSM, GSE, MR, AND DC JOB FAMILIES (RATINGS) ALONG WITH MCPO AND
ALL E6 AND BELOW IN THE BU, CE, CM, EA, EO, SW AND UT RATINGS.
2. BEGINNING 01 JUL 06, THE FOLLOWING COMMUNITIES WILL ALSO BE
REQUIRED TO APPLY FOR ASSIGNMENTS USING JASS: CT (CTA, CTR,
CTI, CTO, CTM, CTN), MC, RP, PC, FN, EM, IC, BU, CE, CM, EA, EO,
SW AND UT.
3. ALL SELRES ARE ENCOURAGED TO VIEW VACANT RESERVE BILLET
OPPORTUNITIES. HOWEVER, ONLY FOR JOB FAMILIES LISTED IN PARAS 1
AND 2 WILL BE CONSIDERED AUTHORIZED TO SUBMIT APPLICATIONS VIA JASS.
FOR THOSE JOB FAMILIES NOT LISTED ABOVE, PERSONNEL MUST CONTINUE TO
WORK WITH THEIR LOCAL NAVY OPERATIONAL SUPPORT CENTER (NAVOPSPTCEN)
FOR ASSIGNMENT.
4. SELRES SUBMITTING APPLICATIONS WILL COMPLETE THE FOLLOWING STEPS:
A. ACCESS JASS VIA NAVY KNOWLEDGE ONLINE (NKO) OR THROUGH ANY
AVAILABLE INTERNET ACCESS AT <HTTPS://WWW.JASS.NAVY.MIL>
FOR LOG ON PROBLEMS OR PASSWORD RESETS CONTACT THE JASS HELPDESK
AT 00-537-4617.
B. VIEW THE JASS USERS GUIDE LOCATED ON THE MENU OF THE
HOMEPAGE.
C. ENTER JASS AND SEARCH FOR POSITIONS ACCORDING TO INSTRUCTIONS
AND PREFERENCES OR LOCATIONS.
D. APPLY FOR UP TO FIVE POSITIONS THROUGH ON-LINE APPLICATION
PROCESS.
E. REVIEW APPLICATION STATUS PER THE JASS REQUISITION CYCLE.
5. COMNAVRESFORCOM N12 WILL PERFORM CENTRALIZED ASSIGNMENTS FOR
THE JOB FAMILIES LISTED IN PARAS 1 AND 2.
6. ONLY QUALIFIED APPLICANTS WILL BE CONSIDERED FOR ASSIGNMENT
PER GUIDELINES OUTLINED BELOW:
A. SAILORS WHO ARE IAP, HAVE AN EXPIRED PRD, OR WHO ARE WITHIN 9
MONTHS OF THEIR PRD WILL HAVE FIRST PRIORITY FOR VACANT BILLETS.
B. LOCAL FILLS OF QUALIFIED PERSONNEL WILL HAVE PRIORITY OVER
CROSS ASSIGNMENTS.
C. PERSONNEL WITH A PRD MORE THAN 9 MONTHS IN THE FUTURE ARE
NOT ELIGIBLE FOR RE-ASSIGNMENT (IF NO PRD IS ASSIGNED, PERSONNEL
MUST HAVE AT LEAST 27 MONTHS IN THEIR CURRENT BILLET). WAIVERS
OF THIS POLICY WILL BE CONSIDERED ON A CASE-BY-CASE BASIS WITH
THE NEEDS OF THE NAVY TAKING PRECEDENCE. WAIVER REQUESTS MUST BE
SUBMITTED IN THE FORMAT PROMULGATED ON THE COMNAVRESFORCOM N12 WEB
PAGE.
NOTE 1: IF A MEMBER RELOCATES FROM ONE NAVOPSPTCEN TO ANOTHER,
ONCE GAINED AT THE NEW NAVOPSPTCEN, THE MEMBER MUST REAPPLY IN
JASS FOR A NEW BILLET. IF A LOCAL BILLET IS AVAILABLE AT THEIR
NEW NAVOPSPTCEN, THE NAVOPSPTCEN WILL CONTACT THE APPROPRIATE
DETAILER FOR PERMISSION TO ASSIGN THE NEW MEMBER TO THAT BILLET.
IF APPROVED, THE DETAILER WILL ISSUE ORDERS FOR
THE BILLET.
PRD EXTENSION REQUESTS MUST BE SUBMITTED TO DETAILERS IN THE
FORMAT PROMULGATED ON THE COMNAVRESFORCOM N12 WEB PAGE AND WILL
BE CONSIDERED ON A CASE-BY-CASE BASIS BASED ON NEEDS OF THE NAVY,
JUSTIFICATION AND CAREER GROWTH. PRD EXTENTIONS WILL BE GRANTED

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THE SAILOR'S PRD CHANGES AND THE SAILOR WILL FOLLOW PARAGRAPH C RULES FOR REQUESTING A TRANSFER.

E. SAILORS WITHIN NINE MONTHS OF THEIR PRD AND SAILORS IAP ARE REQUIRED TO APPLY FOR A BILLET VIA JASS. A SAILOR MUST APPLY FOR AND BE ACCEPTED TO A BILLET PRIOR TO SIX MONTHS FROM THEIR PRD OR WITHIN ONE MONTH OF DROPPING TO IAP. SAILORS WHO HAVE NOT APPLIED FOR A BILLET WITHIN THESE TIMEFRAMES WILL BE ASSIGNED TO A BILLET AT AILER DISCRETION. PER REF B, SAILORS CANNOT REFUSE ORDERS. IF A SAILOR FAILS TO REPORT TO THEIR NEW ASSIGNMENT AND PARTICIPATION BECOMES UNSATISFACTORY, THE GAINING NAVOPSPTCEN WILL PROCESS FOR UNSATISFACTORY PARTICIPATION.

F. JASS IS AVAILABLE 24 HOURS A DAY 7 DAYS A WEEK, BUT GOES OFF-LINE PERIODICALLY FOR DETAILER REVIEW OF SUBMITTED APPLICATIONS. VISIT THE JASS WEBSITE AT <HTTPS://WWW.JASS.NAVY.MIL> FOR SCHEDULE.

G. PRIORITY PLACEMENT REQUIREMENTS DETERMINED BY COMFLTFORCOM N3 WILL TAKE PRECEDENCE OVER ALL OTHER REQUIREMENTS.

7. NAVOPSPTCEN WILL ASSIGN PRDS IN NSIPS AS REFLECTED ON THE MEMBER'S ORDERS.

8. MAXIMUM PARTICIPATION AND FEEDBACK BY OUR SAILORS IS CRITICAL FOR SUCCESSFUL FOLLOW-ON DEVELOPMENT AND DEPLOYMENT OF OUR NAVY'S SEA WARRIOR CAREER MANAGEMENT SYSTEM. LEADERSHIP IS STRONGLY ENCOURAGED TO ALLOW TIME FOR SAILORS TO REVIEW AND USE THE SYSTEM.

9. FOLLOWING ARE ASSIGNED DETAILERS:

A. MCPO (EXCEPT SEABEES): HTCS(SW) PELLINEN
(COMNAVRESFORCOM N12), DONALD.PELLINEN@NAVY.MIL, 504-678-5308

B. ENGINEERING JOB FAMILIES (EXCEPT MCPOS): PSC DEVALL
(COMNAVRESFORCOM N12), WESLEY.DEVALL@NAVY.MIL, 504-678-6678

C. ADMINISTRATIVE JOB FAMILIES (EXCEPT MCPOS): PS1 HARLEAUX
(COMNAVRESFORCOM N12), MICHELLE.HARLEAUX@NAVY.MIL, 504-678-8279

D. MEDICAL JOB FAMILIES (ALL HM EXCEPT MCPOS): HM1 BAGLEY
(COMNAVRESFORCOM N12), STEVEN.BAGLEY@NAVY.MIL, 504-678-1702

E. SEABEE JOB FAMILIES: MR. DON CHAPMAN (COMNAVRESFORCOM N12), DONALD.CHAPMAN@NAVY.MIL, 504-678-0644

F. CRYPTO (ALL PAYGRADES): CTR1(SW) DWAYNE HENSLEY
DWAYNE.HENSLEY@NAVY.MIL, 850-452-6028/29

G. MASS COMMUNICATION (MC) (E6-E9): MCCS HART
(PERS 40), MICHAEL.R.HART@NAVY.MIL, 901-874-3752

H. SS COMMUNICATION (MC) (E5 AND BELOW): MCCS EDWARDS (PERS 40), 901-874-3689

NOTE 2: PERSONNEL LISTED IN PARA 9F THROUGH 9H, WILL BE DETAILER COORDINATORS. COMNAVRESFORCOM N12 WILL ULTIMATELY ACT AS THE DETAILER TO FINALIZE THE ASSIGNMENT.

10. OTHER ASSIGNMENT DIRECTIVES:

A. DURING THE REQUIRED COUNSELING FOR HYT, ADVISE SAILORS THEY WILL BE REMOVED FROM THE BILLET AND PLACED IAP IN THE SAME UNIT 6 MONTHS PRIOR TO THEIR HYT DATE. A MAS CODE OF AAP WILL BE ASSIGNED. ENSURE MEMBER'S PRD IS EQUAL TO HYT DATE AND MONITOR FOR PROPER PROCESSING. ENSURE SAILOR IS NOT TRANSFERRED FROM AN IAP STATUS UNTIL THEIR ACTUAL HYT DATE. AFTER SAILOR HAS BEEN TRANSFERRED FROM AN IAP STATUS, ENSURE AAP MAS CODE IS REMOVED.

B. FOR SAILORS WHO HAVE SUBMITTED A RETIRED RESERVE REQUEST, PLACE SAILOR IAP WITHIN THE SAME UNIT 6 MONTHS PRIOR TO THEIR RETIREMENT DATE AND ASSIGN MAS CODE OF AAP. ADJUST PRD TO MATCH RETIRED RESERVE DATE. MONITOR FOR PROPER PROCESSING. ENSURE SAILOR IS NOT TRANSFERRED FROM AN IAP STATUS UNTIL THEIR ACTUAL RETIREMENT DATE. AFTER SAILOR HAS BEEN TRANSFERRED FROM AN IAP STATUS, ENSURE AAP MAS CODE IS REMOVED.

C. COMNAVRESFORCOM N12 WILL USE THE IDT ORDERWRITER TO ISSUE IDT ORDERS. IN CASES WHERE THE IDT ORDERWRITER IS NOT BEING USED, CNAVRES 1326 WILL CONTINUE TO BE USED.

D. ALL REQUESTS FOR RFAS WAIVERS WILL BE SUBMITTED VIA IDT ORDERWRITER. RFAS DECISIONS WILL BE PROMULGATED VIA THE IDT ORDERWRITER.

E. FOR LOG ON PROBLEMS OR PASSWORD RESETS CONTACT THE JASS HELPDESK AT 1-800-537-4617.//

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